



ENSURING EQUITABLE REVIEWS

2014 Senior Corps RSVP Review
Orientation **Session 4**



OBJECTIVES

- ▶ Describe the importance of equity in the Review Process
- ▶ Define potential bias
- ▶ Describe Review Participant and CNCS responsibility in COI
- ▶ Outline steps to take if potential COI is identified
- ▶ List proper disposal methods for all confidential materials
- ▶ State the purpose of the Confidentiality and Conflict of Interest Statement for Review Participants

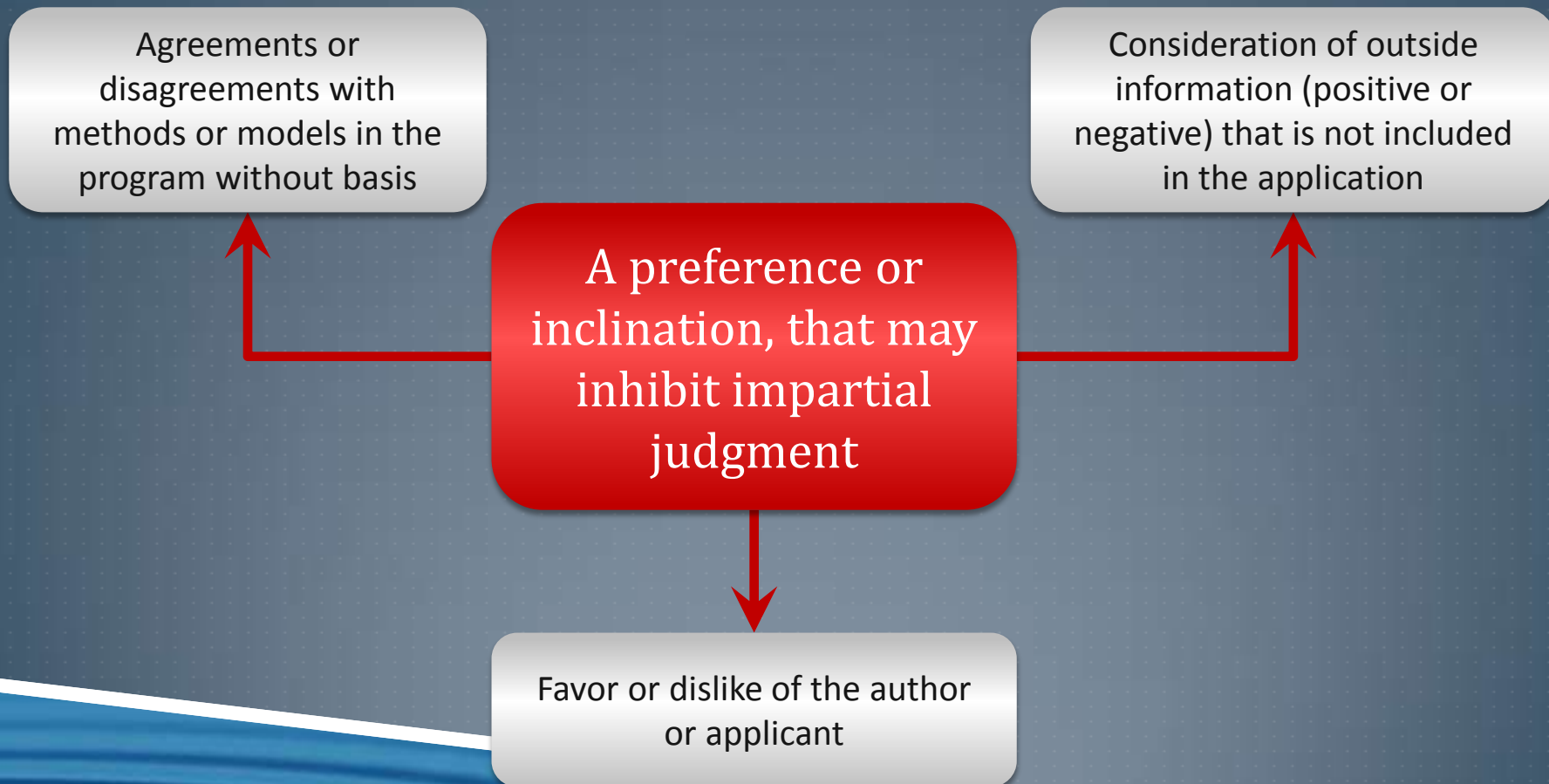


EQUITY IN THE BLENDED REVIEW

- ▶ Ensure grant application is considered in a fair and equitable process
- ▶ Understand the Selection Criteria
- ▶ Share Responsibility as a Participant
 - ▶ Conflicts of Interest, Bias and Confidentiality




WHAT IS POTENTIAL BIAS?





HOW TO HANDLE POTENTIAL BIAS

- 
- ▶ Often it will be flagged by another participant
 - ▶ Return to assessment and provide facts only to reconsider assessment
 - ▶ Exercise consideration and respect, remove emotionalism
 - ▶ Possible recusal from review of that application



CONFLICTS OF INTEREST

- ▶ Conflict between private interests and official responsibilities
- ▶ CNCS considers both Direct and Indirect COIs
- ▶ Consider those around you



EXAMPLES OF CONFLICTS OF INTEREST

DIRECT AND INDIRECT

You are assigned to review an application for an organization for which:

- ▶ Your business colleague is serving on the Board of Directors
- ▶ Your sister has been volunteering for 10 years
- ▶ You provided consulting services in 2011
- ▶ Your daughter has applied for employment
- ▶ You are currently employed by an applicant/affiliate organization
- ▶ Your friend's business could benefit financially
- ▶ Your organization will be a sub-recipient of an applicant organization
- ▶ You no longer work for the applicant organization as of 2005, but were employed there for 15 years



IMPORTANCE OF REPORTING COIs

- ▶ Fair and equitable review
- ▶ Preserve integrity

Who to Contact?

GARP Liaison and Panel Coordinator



CONFIDENTIAL INFORMATION

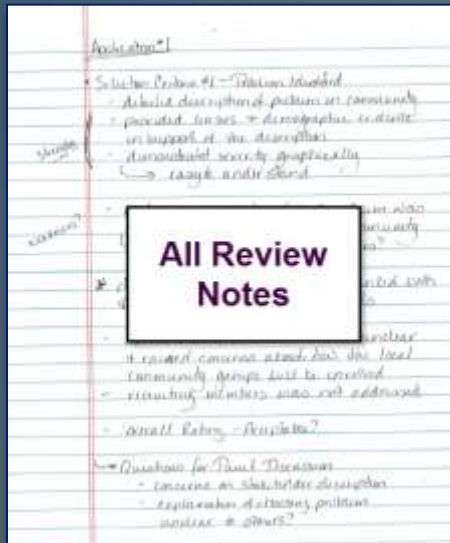
Applicant Confidentiality

- Applicant names
- Applicant business information and financial data
- Details about the proposed program
- Review comments and review Ratings

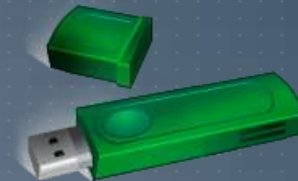
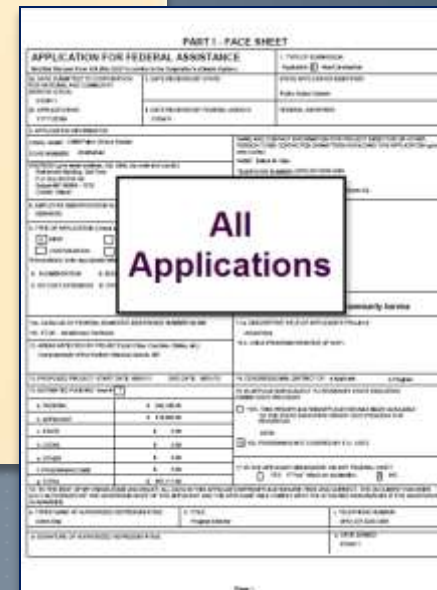
Participant Confidentiality

- Identity of Review Participants during the review
- The link between Reviewers and their comments

PROPER HANDLING OF CONFIDENTIAL ITEMS



CONFIDENTIAL

PART 1 - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE

Number of years from 1980 to 2010 (inclusive) in the Supplemental Survey

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Reviewer
Names



CONFIDENTIALITY AND COI STATEMENT

PROCESS AND PURPOSE

Read Confidentiality & COI Form

- All Reviewers ensure awareness of responsibility
- CNCS Staff take LMS '2013 LMS Training on Conflict of Interest for CNCS Staff Reviewers' course



Receive the applications



Flag any potential COIs



Sign and return to CNCS

- Sign to verify shared understanding and expectations for CNCS Standards in Blended Reviews



Maintain appropriate confidentiality



FOR MORE INFORMATION ON CNCS

- ▶ To review our strategic plan please go to this website:
<http://www.nationalservice.gov/about/strategic-plan>
- ▶ You can listen to Orientation 4 on the Reviewer Resource Website:
www.nationalservice.gov/egrants/sifpeerreview/instructions.asp



REFERENCE MATERIALS

- ▶ For more information, Consult the Handbook:
 - ▶ Section 3.0 – Ensuring Equitable Reviews
- ▶ Confidentiality and COI Form
 - ▶ Reviewer Resource Web page



NEXT STEPS

- ▶ Continue Reading 2014 RSVP Review Handbook
- ▶ Participate in Orientation Session 5 - Review Against the Criteria
- ▶ Confirm Completion of Orientation 4
 - ▶ Email Secret Word to PeerReviewers@cns.gov